

BY ORDER OF THE COMMANDER



SHEPPARD AFB SUPPLEMENT 1
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24 July 2001
Supply

TURN-IN PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFMAN 23-110, Volume II, Part Two, Chapter 13, 1 January 2001, is supplemented as follows: This supplement applies to organizations supported by SAFB Base Supply, including tenants and satellites. It does not apply to any geographically separated unit. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, **Records Disposition Schedule** (will become AFMAN 33-322, Volume 4).

13.3.1. Repair Cycle assets, along with all applicable documentation, are picked up from on-base activities by Pickup and Delivery personnel.

★**13.14.1.2.4.** The Deficiency Report exhibits will be stored by Storage and Issue Element (Bldg 2113).

★**13.14.4.** The Deficiency Report monitor, assigned to the Operations Support Element, is responsible for printing and reviewing the 156ALL inquiry and coordinating action with other organizations and the Inspection Element as required.

13.20.1. Holding area for turn-ins is Receiving.

13.23.2.2. Supported organizations will contact Base Supply, Pickup and Delivery, ext 6-4167, to schedule date and time for pick-up of XB3 and scrap material.

★**13.28.1.** DIFM turn-ins will be processed by Receiving, except for paperwork ONLY transactions.

13.28.3. Due-in from maintenance (DIFM) assets will be picked up from on-base organizations by Pickup and Delivery.

13.35.1. The custodian ensures that technical equipment (aircraft, missile, aerospace ground equipment (AGE), shop/test equipment, office machines, etc.) is inspected prior to requesting turn-in action.

13.35.1.5. (Added)(SAFB) Equipment Turn-Ins:

★**13.35.1.5.1.** Items in class code 1005 must be inspected by the firing range prior to turn-in to Base Supply.

★**13.36.** Equipment non-EAID turn-ins will be processed by the Inspection/Receiving Element.

Attachment 13E-2, Paragraph 13E2.5.2. The inspector will notify Equipment Management that the equipment turn-ins have been processed.

JOE F. HARRISON, Colonel, USAF
Vice Commander